

S-E-C-R-E-T
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090037-8

REPORTS INVENTORY

CONTROL NO.
DDS/OC-007

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT

☒ STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

Annual Review of OC Forms

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

2 COMMUNICATIONS

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

20

Annually

14

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memorandum

☒ YES
☒ NO

IF YES GIVE ADP PROCESSING NO.

OC Order 70.2

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OC-RMS/RMB

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-11	\$6.49	24		\$155.76	1		\$155.76
GS-05	3.15	8		26.20	1		26.20
GS-12	7.28	1		7.28	(Review)		7.28
GS-13	8.33	1		8.33	(Review)		8.33

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$197.57

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report first started in July 1965 in order to keep a tighter control on OC Forms and to inform the OC Staffs and Divisions of the forms for which they have responsibility.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

23 Sept. 1970

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(22-36-43)

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